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	Process Owner Management Representative	Approval Authority Commanding Officer	

1. Purpose & Scope

This process defines the method for controlling internal quality management system documents to ensure only the appropriate documents are used to carry out defined processes. The process applies to all Naval School of Health Sciences (NSHS) quality management system documents.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart: a) Addendum 8.1, Preferred Flowchart Symbols, b) Addendum 8.2, Document Numbering Scheme, c) NSHS-001, Quality Manual, d) NSHS-004 Corrective & Preventive Action, e) SECNAVINST 5212.5 series, g) SECNAVINST 5225.1 series.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **Master List of Controlled Documents:** A list of procedures located on the NSHS intranet website. The list consists of the website table of contents for both directorate and inter-directorate procedures.
- 3.2 **Inter-directorate:** Those processes that are under the operational responsibility of two or more directorates.
- 3.3 **CAR:** Corrective and Preventive Action Request Form.
- 3.4 **Designated Reviewers:** Those personnel assigned for review, comment & approval of each QMS process and identified in Section 4 "Document Review & Concurrence."

4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Management Representative	OX (Process Owner)	Mr. R Kirkbride	Director	0A	CDR L. Hearin
Director	0S	CDR M. Bryson	Director	0P	CAPT B. Welbourn
Director	0V	Mr. W. Dumbeck	Director	0F	LT B. Miller
Director	0M	CAPT T. Miller	SOY	N/A	HM2 M. Pitt
Civ/Council	N/A	Mr. J. Behnke	MCPD Rep	0M1	CDR J. Luke
CMC	0CMC	HMCM B. Castillo	Commanding Officer	CO (Approval Authority)	CAPT D. Wynkoop
Executive Officer	OX	CAPT. L. Younger			

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5. Summary of Changes

<i>Version</i>	<i>Description</i>	<i>Date</i>
01	Initial issue of procedure.	15 MAR 01

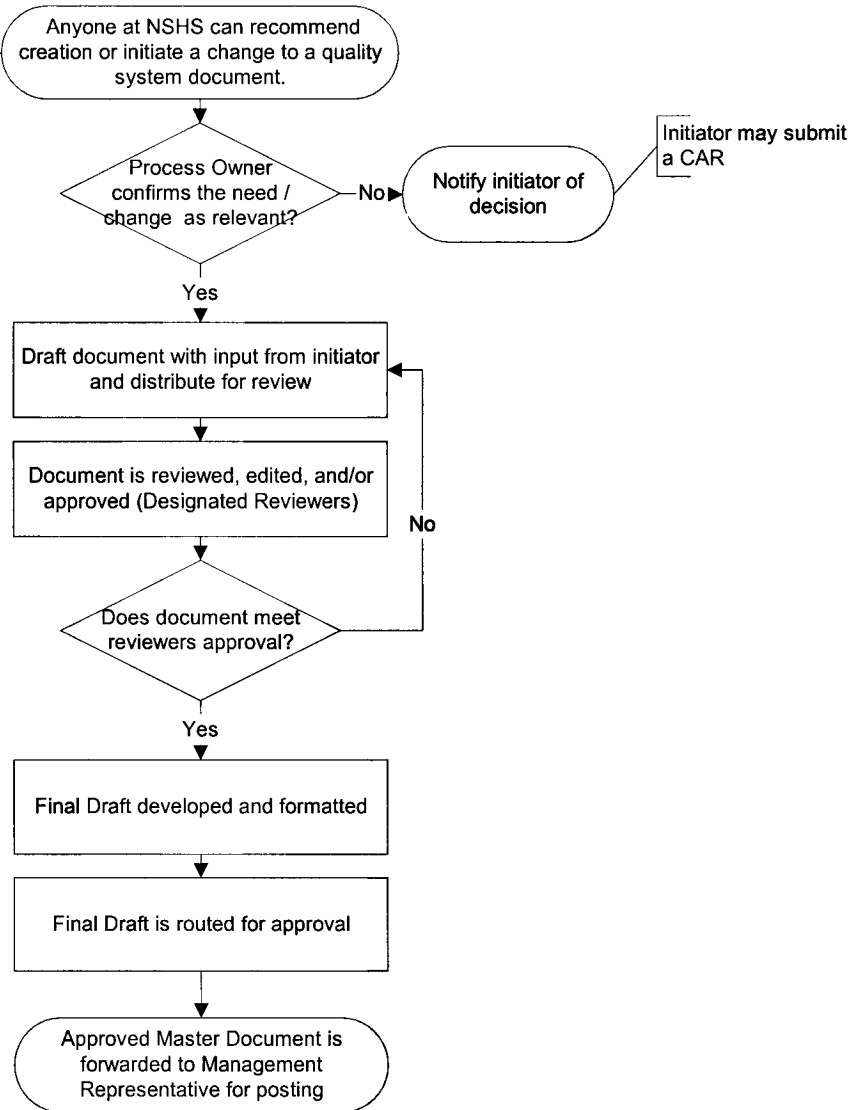
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6. Process Flowchart

e.g.:
Telecon
E-mail
CAR

NOTES:

- All process flow steps are the responsibility of the process owner unless otherwise noted.
- Minor Changes to a document, which do not change the meaning or intent are permissible only by the Management Representative.
- At any time, the process owner can appeal to Management Review if approval cannot be obtained from the designated reviewers.
- This procedure serves as the format example for all procedures to ensure consistency and user familiarity.
- Original QMS documents with Review & Approval signatures are maintained by Management Representative.
- Pertinent documents of external origin are identified in Section 2 of each process. The procedure for accessing Higher Authority Documents is to access the appropriate link(s) on official Department of Defense website(s); the process owner maintains all other referenced documents of external origin.



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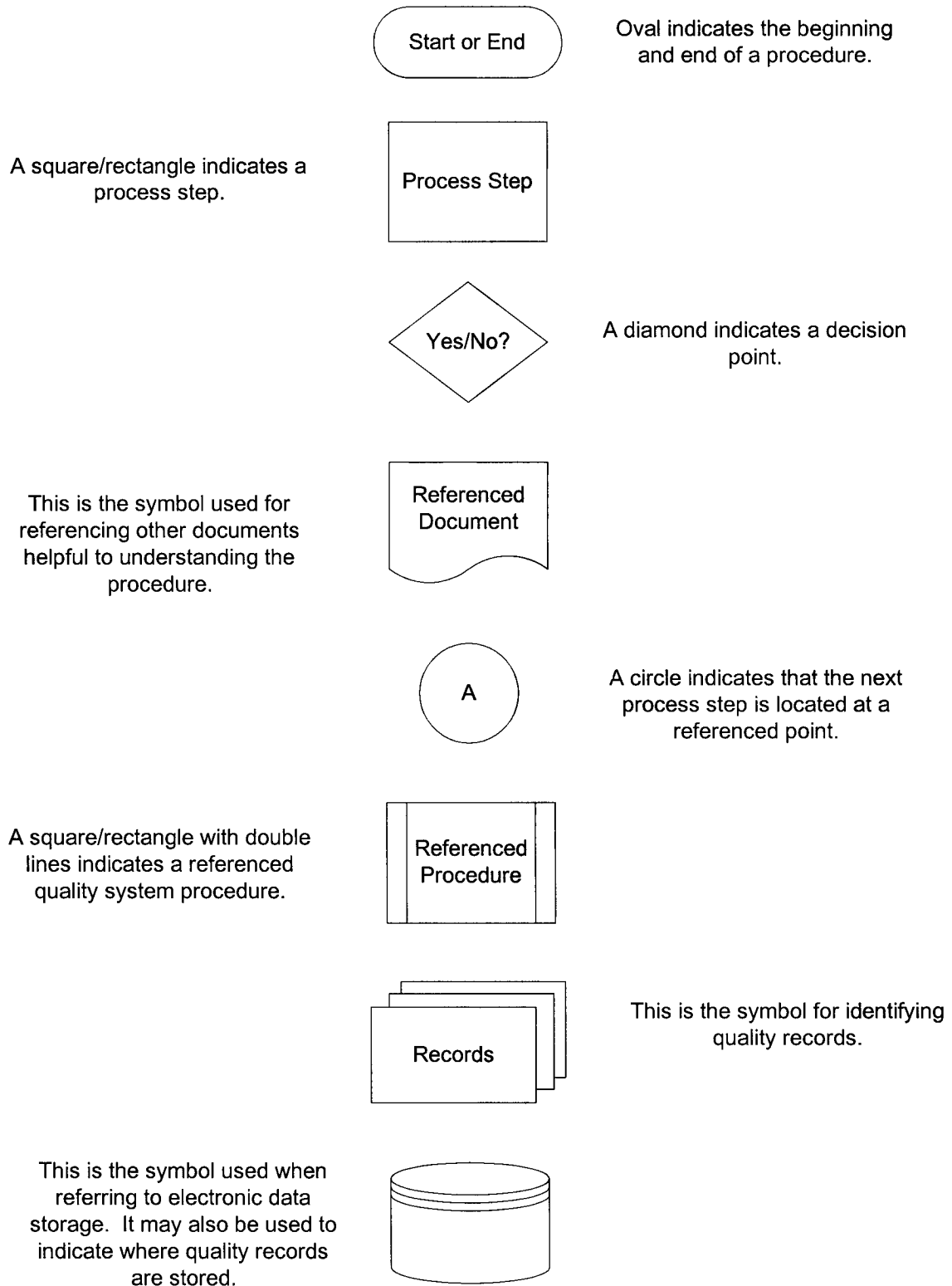
7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Master Document	Management Representative	Binder	By Process Number	Until release of next revision	Destroy per SECNAVINST 5212.5 series

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8. Addendum

8.1 The following are the preferred flowchart symbols:



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8.2 Document Numbering Scheme

The following numbering system uniquely identifies quality system documents (but not forms). NOTE: Sequential numbers will not be re-used once assigned.

Document Type Identifier (1)		Sequential Number (2)		Version Level (3)
NSHS = Inter-Directorate	-	001-999	-	Draft: D1-D9
NSHS-OA = Directorate	-	001-999	-	Original: 01
NSHS-OF = Directorate		" "		Revision: 02-99
NSHS-OM = Directorate		" "		
NSHS-OP = Directorate		" "		
NSHS-OS = Directorate		" "		
NSHS-OV = Directorate		" "		

- 1) Type Identifier: Documents within the NSHS system are classified Inter-Directorate or Directorate.
- 2) This number uniquely identifies the document with a sequential number.
- 3) This number indicates a draft version (D1-D9), an original issue (01), or document version level (02-99). Below is an example of an Inter-Directorate process addressing a third Internal Quality Audit process at the seventh version level.

NSHS-OA - 003 - 07 = Version

1	2	3
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As applicable, specific forms are the responsibility of the process owner and controlled through the use of a unique title and date identifier (e.g., "Master Document List," dated 26 MAR 01).